



WESTFIELD ROCKS THE 4TH FOOD VENDOR APPLICATION

WEDNESDAY, JULY 4TH, 2012; SET UP 11AM – 3PM; EVENT HOURS 4PM – 10PM
Asa Bales Park: 205 W. Hoover (181st) Street, Westfield, Indiana

APPLICATION DEADLINE

Applications must be postmarked by: **May 1, 2012**. Payment by check (made payable to DWA) and all application materials listed in this document should be mailed or dropped off to:

Stephanie Fix - Westfield Parks & Recreation: 2728 E. 171st Street, Westfield, IN 46074

WESTFIELD ROCKS THE 4TH EVENT GUIDELINES

1. **Menu Items:** All items to be sold or given away must be approved through the application process, including prices. Any brochure, handouts, catalog, or price list that will best describe your product should be included with application and must be preapproved for distribution during the event. Only items listed and approved can be sold or displayed. Violations will result in vendors being asked to leave the event and forfeit all fees. Selection of vendors is at the discretion of the Westfield Rocks the 4th (WR4) Committee based on the vendor's ability to enhance the overall event image. The WR4 Committee reserves the right to refuse an application.
2. **Exclusivity:** Vendors do not have exclusivity on any one product or service type. However, every effort will be made to limit "like" products, specifically in terms of main food items.
3. **Solicitation:** Solicitation of funds, signatures, etc. is not permitted under any circumstances.
4. **Alcoholic Beverages:** Vendors may not sell alcoholic beverages of any kind.
5. **Location of Stand:** Vendors should set up at the location specified by the Marketplace Chairperson, which will be assigned two weeks prior to the event. Vendors may only sell from their stationary booth space, unless otherwise approved by the WR4 Committee. Space is allocated based on any or all of the following criteria: application date, logistics, demand and presentation of product and/or booth appeal. Space assignments may be changed without notice up to and including the day of the event.
6. **Space/Equipment:** Each vendor will be provided with approximately a 12×15 space, unless a larger space is deemed necessary by the WR4 Committee, based on information provided in the application. If a tent canopy is used, it must comply with the City of Westfield Fire Marshal standards in that it must be flame-retardant. Vendors are responsible for providing tables, chairs, signage, and all other equipment needed to vend.

7. **Event Timeline:** Setup will begin at 11am and MUST be completed by 3:00pm, with all vehicles out of the event area by that time. Food should be ready to be served at 4:00pm and all vendors must remain open and operating during the entire duration of the event until the fireworks display begins. Teardown of your assigned area must be completed the evening of the festival no later than 12:00am, but vehicles cannot re-enter the event area until ALL pedestrian traffic has cleared.
8. **Deliveries:** Deliveries using a vehicle will be allowed during the 11am-3pm set-up hours. Street barricades will be set up and remain in place until pedestrian traffic has exited the park after the fireworks display, which is scheduled to conclude at approximately 10:15pm. At the time the barricades are removed, vehicles may re-enter the area. During event hours, there will be a designated area for deliveries by vehicle, exclusively available to food vendors. This area will be indicated on the event map you will receive with your vendor packet, approximately two weeks prior to the event. You will also receive a vendor pass that will allow you access for deliveries. Items will need to be transported by push cart or by hand from the designated delivery area to your booth space during event hours.
9. **Electricity:** The WR4 Committee will provide, to the extent possible, vendors who indicate and pay for electrical needs with 110 or 220V, 20 Amp Three Wire, Single Phase electrical service. 220V equipment needs must be specified and, due to physical restraints of the event area, may limit positioning of vendors. Please note that due to the nature of outdoor events, event supplied electricity is not guaranteed. Acts or occurrences beyond the control of the WR4 Committee, including but not limited to precipitation, equipment failure and misuse by vendors, are at no fault to the WR4 Committee. Any damage or declined sales caused by such act or occurrence is solely the vendor's responsibility.
10. **Water:** All vendors who are required by the Hamilton County Health Department guidelines to provide water stations for sanitation and handwashing in their area must provide their own as **Westfield Rocks the 4th cannot provide water hookups.**
11. **Wastewater/Grease:** Vendors should make adequate provisions for the prevention of grease, oil or other materials that can stain the surface of the WR4 area. At a minimum, vendors using grease and oil should place heavy-duty and freeze resistant plastic under and around stands and clean up spills immediately after the occurrence. Wastewater and grease/oil must be disposed of in designated receptacles to be provided by the WR4 Committee.
12. **Refuse Removal:** Trash receptacles will be placed throughout the event area, and WR4 volunteers will be making regular rounds to empty them.
13. **Insurance:** Vendors must provide a Certificate of Insurance listing Westfield-Washington Schools, DWA, and the City of Westfield (2728 East 171st Street, Westfield, IN 46074) as additional insured for general liability in the amount of \$1,000,000.
14. **Health Codes/Permits:** All vendors must comply with all of the Indiana State Board of Health and the Hamilton County Health Department rules and regulations. A copy of your Temporary Food Establishment Permit, issued by the Hamilton County Health Department, must be on file prior to the event (<http://www.hamiltoncounty.in.gov/library/health/docs/TempFAQ.pdf>). Non-profit organizations are exempt from this requirement, but may be reviewed for food safety. The Hamilton County Health Department will be notified of the event and an inspector will be on site.

15. Damages: Each vendor will be responsible for any and all damages as outlined below. If the WR4 Committee determines that a vendor is responsible, they may be charged up to \$200 in damages. Failure to pay the damages would result in the vendor not being invited to any future events. The following are possible issues that may result in damages being assessed:

- a. Vendor uses electricity in excess of needs stated in this application
- b. Vendor dumps trash, grease or similar waste in other than proper receptacles
- c. Vendor fails to vacate the Westfield Rocks the 4th area on a timely basis after the close of business
- d. Space left unclean (trash, debris, etc.)
- e. Vendor violates any other provisions listed in this document

16. Cancellation: Westfield Rocks the 4th will be held rain or shine. In the unforeseen event that it has to be cancelled for any reason beyond the control of the WR4 Committee, including extreme weather, fees will not be returned.

17. NO REFUNDS WILL BE GIVEN. NO EXCEPTIONS.

APPLICATION MATERIALS

- 1. Application – please complete all sections thoroughly and sign the final page
- 2. Payment (check, or money order) - **make checks payable to DWA** (Downtown Westfield Association). **The cost of a vendor booth space is \$150.00 if you require electricity and \$50.00 if you do not.** If your application is not accepted, your check will be voided.
- 3. Certificate of Insurance listing Westfield Washington Schools, DWA and the City of Westfield as additional insured for general liability in the amount of \$1,000,000
- 4. Picture(s) of your booth or trailer
- 5. Copy of Temporary Food Establishment Permit issued by the Hamilton County Health Department (if applicable) – this can be obtained between 10 to 30 days prior to the event and must be on file with the WR4 Committee during that time frame

YOU WILL BE NOTIFIED ONCE YOUR APPLICATION HAS BEEN REVIEWED. IF ACCEPTED, YOU WILL RECEIVE YOUR BOOTH SPACE NUMBER, MAP OF YOUR LOCATION, AND A MAP OF THE PARK HIGHLIGHTING DESIGNATED VENDOR PARKING APPROXIMATELY TWO WEEKS PRIOR TO THE EVENT.

PLEASE SAVE PAGES 1-3 FOR YOUR RECORDS

WESTFIELD ROCKS THE 4TH FOOD VENDOR APPLICATION

Please complete the following three pages and return along with payment, pictures, and certificate of insurance to:

Stephanie Fix
Westfield Parks & Recreation
2728 E. 171st Street
Westfield, IN 46074

Group or Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Home Phone: _____

Cell Phone: _____ Fax: _____

E-Mail Address: _____

Web Site: _____

Non – Profit IRS # (if applicable) _____

Booth Space Size: Please include the length and depth, allowing room for any outside equipment, open awnings, tongue, or serving area. Please be truthful and realistic!

Booth/Trailer Space Length: _____ Width: _____

If you have a trailer, on which side does your trailer open? _____ Driver _____ Passenger

Fees (check one):

Electricity Needed \$125.00 _____

No Electricity \$50.00 _____

WESTFIELD ROCKS THE 4TH FOOD VENDOR APPLICATION

ELECTRICAL NEEDS – PLEASE BE SPECIFIC

VENDOR NAME:_____

Please complete this section even if you are bringing your own generator. List ***ALL*** electrical equipment you plan to use at the event. If using event supplied electricity, you will have one outlet provided to your space. You will then be responsible for providing any additional extension cords and electrical multi strips needed. ***Please indicate if you need a 4-prong outlet.***

If bringing your own generator, what type of generator will you be using?

Make _____Model _____Year_____

The WR4 Committee will provide, to the extent possible, vendors who indicate and pay for electrical needs with 110 or 220V, 20 Amp Three Wire, Single Phase electrical service. 220V equipment needs must be specified and, and due to physical restraints of the event area, may limit positioning of vendors.

Please note that due to the nature of outdoor events, event supplied electricity is not guaranteed. Acts or occurrences beyond the control of the WR4 Committee, including but not limited to precipitation, equipment failure and misuse by vendors, are at no fault to the WR4 Committee. Any damage or declined sales caused by such act or occurrence is solely the vendor's responsibility.

# OF PIECES	EQUIPMENT DESCRIPTION	VOLTAGE	AMPS

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MENU ITEMS

VENDOR NAME: _____

Please list all products to be sold, promoted, displayed, or given away with prices (please attach list if more space needed).

ITEM	PRICE	ITEM	PRICE

Additional Comments:

The undersigned has read the regulations which are hereby part of this contract and by signature below agrees to adhere/abide by them. This agreement shall be construed pursuant to the laws of the state of Indiana. I realize if I, my company, or any of my workers or contractors violates any of the regulations, that I will automatically forfeit my vending space, the opportunity to sell products/services, and that I am not guaranteed a refund of all the vending fees. The undersigned also certifies that he/she is authorized 1) to execute on behalf of the group and 2) accept legal process on behalf of the group. The undersigned acknowledges that all information submitted in this application is correct, and agrees to indemnify and hold harmless the Downtown Westfield Neighborhood Association, Westfield Washington Schools and/or the City of Westfield employees, agents or assigns from all damages, liabilities, costs and expenditures, including attorney's fees and cost of defense, which may occur by reason of the undersigned's use of the facilities during an event. In addition, nor should they be responsible for any injury, loss or damage that may occur to the vendor, employees or property from any cause whatsoever prior to during or subsequent to the period covered by the vending contract.

Signature _____

Print Name _____

Date _____